

## Terms and Conditions: Function Space

**Animals:** Animals or pets, with the exception of working dogs, are not permitted in the Conference Centre.

**Approved tapes:** Only the 'green' painters tape is to be used on the walls or doors.

**Audiovisual Equipment:** Equipment can be arranged directly via our in house supplier. **ADVANTAGE** will bill the client directly for the equipment rented from the supplier. Additional charges of \$200.00 per room/section of space will be billed by the Conference Centre for the use of audio visual by an outside audio-visual company.

**Cancellations:** Should it become necessary for you to cancel any and or all of the functions as listed in the agreement, the Conference Centre will be entitled to liquidated damages based on the estimated Food and Beverage Revenue and applicable room rental. Estimated Food and Beverage Revenue is calculated by referencing the agreed attendance for the event(s) listed on the agreement. This numeric value is then multiplied by the lowest retail price in that meal period. The meal periods are as follows: continental Breakfast, Hot Breakfast, am and pm breaks, Lunch, Dinner and Reception. The following scale will determine the cancellation fee to apply:

- a. If a function cancellation is made any time after the contract is signed, a cancellation fee equivalent to the full-published room rental will apply, less any revenue recouped by the Conference Centre through the resale of this space.
- b. If a function cancellation is made within sixty (60) days prior to the pending event. A cancellation fee equivalent to 50% of the actual Food and Beverage Revenue and the Published Room Rental will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of the space.
- c. If a function cancellation is made within five (5) business days prior to a pending event. A cancellation fee equivalent to 100% of the actual Food and Beverage Revenue and the actual Room Rental will be levied as liquidated revenue damages less any revenue recouped by the Conference Centre through the resale of this space.

***All cancellations must be received in writing.***

**Cleaning of meeting space and exhibit areas:** The Conference Centre will maintain the main areas and wastebaskets of each individual booth. Additional cleaning is the Company's responsibility. An extra fee of \$20.00 per booth is applicable and billed to the company if it is requested that the Conference Centre vacuum the booth.

**Coat Check:** Cash or host coat check is \$3.00 per coat. Coat check is mandatory for all holiday parties. Coat check is not open at all times, our standard is to offer complimentary coat racks. Convenor pays labour charge should labour costs not be covered; coat check attendant labour is a minimum of 4 hours.

**Delivery of Materials:** Delivery of materials are accepted 24 hours prior to the function set up day. All deliveries must be clearly labeled with the name and date of the function, name of the meeting room and Sales Manager. All items must be removed from the Conference Centre within 24 hours or the ending time of the event. The Conference Centre will not be responsible for items left on the premises after 24 hours. Daily cartage and storage fees will apply.

Receiving Fee for Deliveries and Shipments  
(a box or packages is deemed 25lbs or less)

1-20 boxes or packages	Complimentary
21-30 boxes or packages	\$100.00
31-40 boxes or packages	\$200.00
41-50 boxes or packages	\$300.00

**Electrical Services:** Arrangements for Electrical services should be made through the Ottawa Conference and Event Centre's exclusive contractor. Freeman Expositions provides a safe and effective temporary electrical service for trade shows and events under contract with the conference centre.

Please contact Freeman Exposition directly at:  
Jamie Holland – 613-748-7180 Ext. 243

**Exhibits:** Arrangements for exhibits, displays and/or products, arrival, unloading and shipping must be made with your Sales Manager. Exhibits, displays and/or products are the responsibility of the exhibitor. The Conference Centre will not be responsible for the exhibits, display or products locked in the function room.

**Fire Regulations:** In accordance with fire regulations all exits must not be blocked. They must remain clearly visible and accessible. Should a fire alarm be sounded all guests are expected to follow the instructions of the Conference Staff and exit the building as directed.

**Function Guarantees:** A minimum guarantee of anticipated attendance is to be supplied to the Conference Centre five (5) business days in advance of the start date of your event. You will be charged this number or the number served whichever is greater, not subject to reduction. If not received, guaranteed numbers will be based on the original numbers provided at the time of booking. The Conference Centre will set 10% above the guaranteed number to a maximum of twenty people. If the count exceeds the guarantee by more than 5% we will do our best to provide similar meals for the additional number at an additional charge of \$5.00 per person plus the pre-arranged per person price.

**Function Requirements:** All requirements and details pertaining to functions/meetings are required a minimum of thirty days prior to arrival. Should this deadline not be observed the Conference Centre cannot guarantee menu contents and or other necessary arrangements. To ensure the accuracy of all information, signed and approved copies of the Banquet Event Orders and program details are required from the convener prior to the arrival.

**Gratuity/House Charge:** The OCEC does not charge a gratuity on top of food and beverage prices.

**Insurance:** The Company must possess the insurance required to hold their event, including a civil liability insurance of \$2,000,000.00. In the 15 days prior to the scheduled event, the Company shall provide the Conference Centre with an attestation that certifies this insurance.

**Labour Charge:** Labour charges are applicable for installation of banners or flags, deliveries to booths and all other non official requests, the charge of \$30.00/hour (minimum of 4 hours). If presentations or speeches affect service time, additional labour charges may be applicable (minimum \$100.00).

**Lost and Found:** Lost and found items are gathered and kept at the Reception desk for 30 days. The Conference Centre is not responsible for any items lost or forgotten. Any inquiries regarding lost and found items should be directed to front reception at 613-288-3450.

**Meeting Room Set Up:** Meeting room rental includes set up of the room with the equipment that the Conference Centre supplies. Any changes to the original room set-up on the day of the function will result in additional labour charges.

**Miscellaneous:** Events or special circumstances not covered by these operating guidelines may be subject to special consideration and stipulations as deemed appropriate by management.

**Noise:** It is the responsibility of the Renter to ensure that all neighbouring events within the Centre will remain free from distractions, disturbances and interruptions. Sound checks require prior approval from the Centre and the Centre reserves the right to lower sound levels affecting any neighbouring events.

**Police Officers:** Two Paid Duty Police Officers (constable or above) are required at all functions when the guests include a majority of minors under the age of 25 or at any function that the Ottawa Conference and Event Centre deems necessary.

**Public Areas:** The main entrances, registration, main Atrium and any pre-function space are considered 'public' space and are generally not under the Renters control. As such, all activities that use public areas, such as registration, special exhibits or displays, must be approved in advance.

**Rental of Space:** The Conference Centre reserves the right to assign appropriate function space based on in-house requirements. Re-allocated function space could result should the final number of guests either exceed the maximum capacity or not meet the minimum required number for the event/space. The setup and dismantle times, if required, are not included and should be specified at the time of booking. Should an event extend past the allocated amount of time, the Conference Centre may assess extensive labour and damage fees including but not limited to, charges affecting inconveniences to other groups committed to the Conference Centre.

**Re:sound fee:** This is a fee that we collect and forward in full to Re:Sound. We are mandated to collect this fee from clients/groups that play recorded music during a function or event. Please refer to our Ancillary Price List for full details.

**Security:** The Ottawa Conference and Events Centre cannot assume responsibility for damage to, loss of, any merchandise or articles left in the Conference Centre prior to, during or following the event. If valuable items must be left in any banquet area, it is recommended that a security firm be retained at the client's expense.

**Signage:** Only pre-authorized signage, promotional materials, etc., will be allowed in the Conference Centre. All material must be professional, respectful and restricted to certain areas as agreed with the Sales Managers and Conference Staff.

**SOCAN fee:** This is a fee that we collect and forward in full to SOCAN. We are mandated to collect this fee from clients/groups that play recorded music during a function or event. Please refer to our Ancillary Price List.

**Storage:** Due to limited space, delivery of material is permissible 24 business hours prior to the event date. Those items being delivered must be clearly marked with the event title, contact name and address. Materials must be removed from the Conference Centre on the last day of the event. The Conference Centre will not be responsible for damage or loss of any items left on the premises prior to, during or after the event.

**Tax:** 13% HST is added to all billable items.

**Tear Down:** Following the exhibit, it is the Company's responsibility to ensure that Conference Centre property is returned to the state it was originally found in. If boxes, crates or other materials are left behind or signage not removed, additional charges may be applicable to the Company for clean up.

**Vehicles:** For the exhibit of a motor vehicle the Company must:

- Disconnect all battery wires
- Lock gas cap
- Push the vehicle into the Conference room or space
- Have a protective carpet under the vehicle from the point of entrance to the location
- The company will be responsible for all damage caused to the Conference Centre
- Leave keys at front desk and vehicle is removed immediately after the event
- Alarm is disconnected